6th Computer Lesson Plan 6

Objective:	We will…create an original work using the Home and Insert tabs in Microsoft Word. I will…develop a History related poster to explain different forms of energy.
Computer Log In	1. Sign out of the computers if prior student has not signed out. (Windows button, then three bars, then name, then sign out) 2. Log back in as yourself.
Typing Warm Up: 5 minutes	Typing.com- 1. Proceed directly to Typing.com to pick up where you left off last week
Core Lesson:	**CREATING A POSTER TO DISPLAY INFORMATION** Today, you are going to create a poster to display what you know about the specific History topic the teacher chooses. You will use what you have learned in your first five lessons about formatting text and adding pictures to develop your poster. Here are the required elements for your poster: • **Must include a table comparing two topics.** • **Must include at least one picture, but can include more.** • **A title centered and bold at the top of the page** • **Underlined text** • **Bullet point list of items** Your poster can be as creative as you would like to make it. You may want to use text boxes in addition to the other features you already know how to use in Word to organize your poster instead of just typing on the page (directions for inserting text boxes are listed below). **LOG IN TO OFFICE 365—START A WORD DOCUMENT—TITLE YOUR FILE** 1. Log in to Office 365 and go to your One Drive. 2. Click in the folder called Computer Lab Files, and create a new word document in this folder. 3. Name your new word document *suggest a common name*. You do this by clicking on the word "Document" at the top of your page and typing over the highlighted text. DO NOT USE BACKSPACE! Just highlight and rename. 4. To be able to use all the features of Word, you are going to have to "Edit in Word". Click on **EDIT IN WORD** towards the top of your online view, and then click Open Office 2016. 5. When the document opens, you can begin your poster. Remember to save your work using the sync Save (disk with arrows in a circle button) icon located at the very top left of your screen. It's a good habit to click save every once in a while to be sure not to lose your work.

ADD YOUR CONTENT
1. Either using a text box, or just by typing on the page, add a title at the top of your page**.**
2. Go out to the internet and find some information on your topic, text and/or images.
3. Use Text Boxes (directions below) or a table to enter your information on the page.

TO INSERT TEXT BOXES:
1. Click the Insert tab at the top of your screen.
2. Click on the Text Box icon.
3. Look for the words Draw Text Box towards the bottom of the window that just opened. Select Draw Text Box. A plus sign will appear on your screen. Left click and drag the box into the shape of a rectangle.
4. You can click right inside the box to type, and use the white bubbles on the edge of the rectangle to increase or decrease its size.
5. To move a text box around on the page, you need to click on one of the lines until you see a cross with arrows. You can then drag the box where ever you want it on the page.
6. If you right click on the text box, it will give you some formatting options. Feel free to change the style, fill, or outline of any text box.
7. If you right click on the box, just like with pictures, you can also select Wrap Text, which will allow you to move it closer to, on top of, through pictures and other items on the page.

TO MOVE PICTURE AND TEXT BOXES AROUND ON THE PAGE
When a picture or text box won't move where you want it, you need to use the Wrap Text tool.
1. RIGHT click on the text box or picture.
2. Click Wrap Text.
3. Click one of the options, depending on what you want the picture or text box to do.
4. Now, you will be able to move the box or picture around on the page where you need it.

Have fun creating your poster!

- When you are done, be sure you click the save icon at the top left of your screen.
- You can now close out Word with the X at the top right of your screen.
- Go back into your One Drive to verify your document is saved and in the correct Computer Lab Folder.

Exit Activity:	If you have time, go into your one drive and share your file with your teacher. – Teachers I would like us to use a Microsoft Form for the capturing of these links! Please let me know as you reach this lesson so we can discuss further (directions would be different) 1. Open your One Drive "Computer Lab Files" folder. 2. Click on the circle next to your Poster file to check the circle. 3. Look towards the top of your screen to find the Share button that appears after you click the check. 4. Click Share.

	5. Enter your teacher's name where it asks for a name. (Once you start typing their first and last name, you should be able to click on them.) 6. Click Send. (Your teacher will now get an email of your file)
Procedures Reminder:	• Verify students have named their WORD document and it says "saved". • Exit all programs. (Work is saved since we did this on Office online.) • Sign off computers using the Windows button and Name section. • Fix the equipment and chairs in the lab.